

**Los Angeles County
Consumer Affairs Advisory Commission
Meeting**

Minutes

Wednesday, September 19, 2012

Present:	Dionne Faulk Vivian Chan	Joyce Ayvazi Dennis Arguelles	Ho-Jeong Eun
Staff:	Brian Stiger	Kirk Shelton	
Excused:	Stanley Rogers Karine Bagdasarian	Ronnie Jayne Helen Levin	Sylvia Southerland Joseph Lee
Public:	Suzanne O'Keeffe Ruth Sarnoff Anabella Mazariegos Matt	Sherry Hernandez Les Amer Maegan Nikolic	Deidra Duncan Isaac Nissim Hector Di Laudo

Call to Order and Confirmation of Quorum:

Vice Chair Faulk called the meeting to order at approximately 1:07 p.m. The quorum requirement was not met during this meeting and no official business could be conducted. The agenda was reviewed by the commissioners present.

In accordance with the Brown Act, the agenda for the Commission Meeting was posted in advance on the outside door of the Department of Consumer Affairs, Room B-96 and online at <http://dca.lacounty.gov/Commission.htm>.

Approval of Minutes:

The minutes could not be approved without a quorum.

Subcommittee Updates:

**Public Information Subcommittee
Commissioner Eun – Subcommittee Acting Chair (in Commissioner Jayne's absence)**

Commissioner Eun updated the Commission on the activities of the subcommittee and its focus. The subcommittee had held two face-to-face meetings since the last Commission meeting and received a presentation from Department subject matter experts Keven Chavez and Judith Ramirez. Although the subcommittee had approved one recommendation to present to the Commission, it was unable to present the recommendation for approval without a quorum at the Commission meeting.

**Foreclosure Subcommittee
Vice Chair Faulk – Subcommittee Chair**

Vice Chair Faulk updated the Commission on the activities of the subcommittee and its focus. The subcommittee had held two face-to-face meetings since the last Commission meeting and

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had received a presentation from Department subject matter expert Clemente Mejia. The subcommittee had not yet approved any recommendations to present to the Commission.

Volunteers and Interns Subcommittee **Commissioner Chan – Subcommittee Chair**

Commissioner Chan updated the Commission on the activities of the subcommittee and its focus. The subcommittee had held one face-to-face meeting since the last Commission meeting and had received a presentation from Department subject matter expert Espie Hernandez. The subcommittee had not yet approved any recommendations to present to the Commission.

New Business:

Brown Act Update

Kirk Shelton told the commissioners about an opportunity to attend an upcoming Brown Act training class offered by the Los Angeles County Board of Supervisors and County Counsel. He also reminded the commissioners that email correspondence sent from a commissioner to all the other commissioners (or any group that constituted a quorum of the commission) could be a violation of the Brown Act if the email included a discussion of issues before the Commission. Kirk recommended that any Commission-related email responses be directed solely to the Department. In response to a question from a commissioner, Kirk clarified that the current subcommittees were ad hoc subcommittees that did not fall under the same Brown Act requirements. Email correspondence between the subcommittee members regarding the issues they were working on in the subcommittee was appropriate and did not violate the Brown Act.

Commission Administrative Manual

Kirk Shelton shared an outline for a proposed Administrative Manual for the Commission. The Administrative Manual would help new commissioners learn about the commission, act as a reference resource for existing commissioners, and provide guidance for commissioners in their role as a County commissioner. The Commission decided to create a subcommittee to review the Administrative Manual and also review strategic planning information from the Department. Two commissioners at the meeting volunteered for this subcommittee.

Administrative Subcommittee

Vice Chair Faulk
Commissioner Eun

A third member could be identified at the next Commission meeting.

Department Update:

Director Stiger shared with the Commissioners that the County's Chief Executive Office had approved the Department's reorganization proposal. The Department's new organizational structure improves operational effectiveness by encouraging collaboration and eliminating silos. Implementation of the new structure will include additional staff training so staff that specialized in a certain area could share their expertise with other Department staff. The restructuring also included the reclassification of a new chief position for the Department.

The Department of Consumer Affairs is a non-mandated department and continually seeks new funding opportunities to maintain and enhance the Department's services for consumers. To support this effort, the Department recently hired a new staff member to focus on revenue enhancement.

Director Stiger told the commissioners that the Department had recently begun its strategic planning process. He also let them know about an important upcoming date in October when the Board of Supervisors would review and approved the County's supplemental budget.

Public Comment:

Ten members of the public spoke to the Commission during public comment. They were all speaking about issues relating to foreclosure. They were seeking State and County action to stop local foreclosures. One member of the public submitted written materials along with their public comment.

In addition to the members of the public who were present at the meeting, another member of the public who was not in attendance also submitted written materials for the commissioners' review regarding the high cost of local utility rates.

Chair's Final Remarks:

Vice Chair Faulk thanked the public for attending the meeting and sharing their input. She also thanked the Commissioners present for attending.

Next Meeting:

At the conclusion of the Commission meeting, the date of the next Commission meeting was uncertain due to scheduling conflicts with the dates of the October and November Commission meetings. The commissioners present at the meeting asked the Chair and Vice Chair to determine the next meeting date. After the meeting, the Chair decided that the next Commission meeting would be held on **Wednesday, November 14, 2012.**

Adjournment:

The meeting adjourned at approximately 2:11 p.m.